

PROCEDURAL MANUAL

for

Judges and Clerks of Election

PAPER

Including Requirements of Qualified Electors

2011

ELECTIONS

Prepared by the Office of
Ben Ysursa
Secretary of State

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I – INTRODUCTION

This manual contains an outline of duties and procedures for judges and Clerks of Election to follow in conducting the 2011 Elections. It has been prepared by our election division and is applicable in counties using paper ballots.

As Secretary of State, I urge each Election Board official to study this manual thoroughly. The Election Board officials' individual flip charts reflect the guidelines in this manual.

If you have any unanswered questions, please contact your County Clerk.

Sincerely,

BEN YSURSA

Secretary of State

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II – TERMINOLOGY

1. **Election Record and Poll Book (i.e. Poll Book):** The Combination Election Record and Poll Book means the book containing a listing of registered electors who are qualified to appear and vote at the designated polling places. An additional copy of the Combination Election Record and Poll Book may be maintained to record that the elector has voted. (Sec. 34-111, Idaho Code)
2. **Ballot:**
 - a. The ballot is a paper ballot with a single stub attached to the top.
 - b. The ballot is removed from the stub prior to issuing and handing it to an elector.
 - c. To vote the ballot, the elector places an X in the square to the right of the elector's choice of candidate or YES/NO response positions.
3. **Oval Ballot:**
 - a. The oval ballot is an optical reader ballot with a single perforated stub attached to the bottom. Oval ballots are stapled in pads of 25 or 50 ballots.
 - b. The oval ballot is removed from the stub prior to issuing and handing it to an elector.
 - c. The oval ballot is voted by completely filling in the oval opposite the elector's choice of candidates and/or YES/NO response positions. The mark must be made using the marking device provided by the Election Board.
4. **Secrecy Sleeve:** The device used to shield the elector's marked ballot(s) while going from the voting booth to the ballot box(es). This is either a plastic sleeve in which the ballot is inserted in the bottom or a manila file folder. The secrecy sleeve is to be used in conjunction with the AutoMark (i.e. Ballot Marking Device). Each voter, after marking the ballot(s), should place the ballot(s) in the secrecy sleeve and return to the Receiving Clerk stationed at the ballot box(es).
5. **Ballot Marking Device (i.e. AutoMark):**
 - a. This device is designed to assist voters who have difficulty seeing or marking a ballot to vote privately and independently.
 - b. The device marks an oval ballot after the voter has made his or her selections on a touch screen or Braille keypad, or with a personal sip and puff device.
 - c. An audio ballot is also available for use with this unit.
 - d. **IMPORTANT:** This device only marks a ballot and no votes are stored in the machine.

III – ELECTOR QUALIFICATIONS

A. Qualified Elector Defined: “Qualified elector” means any person who is eighteen (18) years of age, is a United States citizen and who has resided in this state and in the county at least thirty (30) days next preceding the election at which he desires to vote, and who is registered as required by law. (Sec. 34-104, Idaho Code)

B. Residence Defined: (1) “Residence” for voting purposes, shall be the principal or primary home or place of abode of a person. Principal or primary home or place of abode is that home or place in which his habitation is fixed and to which a person, whenever he is absent, has the present intention of returning after a departure or absence therefrom, regardless of the duration of absence.

(2) In determining what is a principal or primary place of abode of a person the following circumstances relating to such person may be taken into account: business pursuits, employment, income sources, residence for income or other tax pursuits, residence of parents, spouse, and children, if any, leaseholds, situs of personal and real property, situs of residence for which the exemption in section 63-602G, Idaho Code, is filed, and motor vehicle registration.

(3) A qualified elector who has left his home and gone into another state or territory or county of this state for a temporary purpose only shall not be considered to have lost his residence.

(4) A qualified elector shall not be considered to have gained a residence in any county or city of this state into which he comes for temporary purposes only, without the intention of making it his home but with the intention of leaving it when he has accomplished the purpose that brought him there.

(5) If a qualified elector moves to another state, or to any of the other territories, with the intention of making it his permanent home, he shall be considered to have lost his residence in this state. (Sec. 34-107, Idaho Code)

C. Idaho Constitutional Disqualifications (Article VI, Section 3): No person is permitted to vote, serve as a juror, or hold any civil office who has, at any place, been convicted of a felony, and who has not been restored to the rights of citizenship, or who, at the time of such election, is confined in prison on conviction of a criminal offense.

IV – FREQUENTLY ASKED QUESTIONS

1. What if an elector's name does not appear on the Poll Book?

First, determine if the elector is in the proper precinct-polling place. When their polling place has been established to be yours, every effort must be made through the County Clerk to substantiate registration credentials.

If a clerical error is found and resulted in an omission in the Poll Book, the qualified elector thus affected shall be allowed to vote. Manually record the elector's name and address in the Poll Book with the notation "clerical error – left off." Then continue with the normal issuing procedures. See Poll Book Sheet on page 11, Line 293, columns A & C.

If the elector is found not to be registered, the elector may register at the polls on Election Day. They should be directed to the registration table and Election Day Registration procedures should be followed. When the elector returns with a registration card stamped "residence verified," the Poll Book Clerk shall enter the elector's name and address along with the notation "election day registration" in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continue with the normal issuing procedures. (34-408A, I.C.) See Poll Book Sheet on page 11, Line 294, columns A & C.

2. What if an elector's address does not appear in the Poll Book but shows "Protected" instead?

An individual whose address is missing in the Poll Book and has "Protected" under his or her name has been designated as an individual whose residence address is confidential. **Do not enter any address in the Poll Book for this voter.** This voter must show ID or sign the Personal Identification Affidavit and sign the Poll Book prior to receiving a ballot. If there is any question regarding this individual's registration, contact the County Clerk's Election Office immediately.

Individuals with this notation have been accepted into either the Address Confidentiality Program for Victims of Violence in accordance with Title 19, Chapter 57, Idaho Code, the Address Confidentiality Program for Law Enforcement Officers in accordance with Title 19, Chapter 58, Idaho Code or who have shown good reason to the County Clerk and County Prosecuting Attorney to require his or her residence address to be deemed Confidential in accordance with 9-340C, Idaho Code.

3. What if an elector's ADDRESS is different than what appears in the Poll Book?

No person shall knowingly sign his name in the Poll Book if his residence address is not within that precinct at the time of signing.

If a clerical error is found and resulted in the incorrect listing of the voter's residence address in the Poll Book, the qualified elector thus affected shall be allowed to vote.

Manually correct the elector's address in the Poll Book with the notation "corrected address." Then continue with the normal issuing procedures. (34-1106, I.C.) See Poll Book Sheet on page 11, Line 290, columns A & C.

If the residence address is incorrect because the individual has moved, determine if the elector is in the proper precinct-polling place. If it is determined that the voter is in the incorrect polling place, direct them to the correct polling place. If it is determined that their polling place is yours and they are qualified to vote, the elector may provide proof of residence accompanied with a picture I.D. card and register at the polls on Election Day. They should be directed to the registration table. When the elector returns with a registration card stamped "residence verified," the Poll Book Clerk enters the elector's name and address along with the notation "election day registration" in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continue with the normal issuing procedures. (34-408A, I.C.) See Poll Book Sheet on page 11, Line 294, columns A & C.

4. What if an elector's NAME is different than what appears in the Poll Book?

An individual whose name is different than what appears in the Poll Book, because it has been changed by either marriage or by court order and in all other respects are qualified to vote, may provide proof of residence accompanied with a picture I.D. card and register at the polls on Election Day. They should be directed to the registration table. (34-408A, I.C.) When the elector returns with a registration card stamped "residence verified," the Poll Book Clerk enters the elector's name and address along with the notation "election day registration" in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continue with the normal issuing procedures. (34-408A, I.C.) See Poll Book Sheet on page 11, Line 294, columns A & C. The Poll Book Clerk should also make the notation "Name change see page # – Election Day Registration" next to the voter's original registration entry. See Poll Book Sheet on page 11, Line 284, columns A & C.

5. What if an elector has moved within the county and has failed to re-register?

With proof of residence accompanied with a picture I.D., the elector may register at the polls on Election Day. They should be directed to the registration table. When the elector returns with a registration card stamped "residence verified," the Poll Book Clerk enters the elector's name and address along with the notation "election day registration" in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continue with the normal issuing procedures. (34-408A, I.C.) See Poll Book Sheet on page 11, Line 294, columns A & C.

6. What if an elector has moved into the county and did not register prior to the registration cutoff?

With proof of residence accompanied with a picture I.D., the elector may register at the polls on Election Day. They should be directed to the registration table. When the elector returns with a registration card stamped “residence verified,” the Poll Book Clerk enters the elector’s name and address along with the notation “election day registration” in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continue with the normal issuing procedures. (34-408A, I.C.) See Poll Book Sheet on page 11, Line 294, columns A & C.

7. What if an individual does not have one of the acceptable forms of identification?

An elector must either show ID or sign the Personal Identification Affidavit prior to voting. If an individual does not have one of the acceptable forms of identification as listed on page 16, the individual must complete and sign the Personal Identification Affidavit prior to being issued a ballot. No elector is to be turned away or not allowed to vote for not having one of the acceptable forms of identification as long as the elector signs the Personal Identification Affidavit. Every elector that appears to vote should be allowed to vote unless they do not meet the legal qualifications. If the voter signs the Personal Identification Affidavit in lieu of showing an acceptable photo identification, the Poll Book Clerk will make the notation “Affidavit” in the remarks column to the right of the voter’s signature. (34-1113, I.C.) See Poll Book Sheet on page 11, Line 287, column C.

8. Who can challenge an entry in the Election Record and Poll Book?

Besides the Election Board and the persons authorized by the County Clerk to serve as challengers, any registered elector may challenge the entry of an elector’s name as it appears in the Poll Book. Such a challenge will be noted in the remarks column following the elector’s name stating the reason, such as “died,” “moved,” or “incorrect address.” The individual (designated challenger, voter or Election Clerk) making the challenge shall sign his name following the entry. (34-431, I.C.) See Poll Book Sheet on page 11, Line 283, column C.

9. When is the Oath of Challenged Person (EP-7/EG-7) tendered?

If an elector’s name as it appears in the Poll Book has been challenged with a challenged notation and the elector appears to vote, one of the Clerks must declare the qualifications of an elector to such person. If the person declares himself duly qualified and the challenge is not withdrawn, the Clerk shall tender him the Oath of Challenged Person. **No challenged elector shall have the right to vote until he has subscribed**

to the Oath of Challenge Person. (34-1111, I.C.) *See page 4 for “qualified elector” definition.*

10. Does the challenged elector need to sign the Poll Book after having subscribed to the Oath of a Challenged Person?

Yes, the individual must sign the Poll Book after their name. The Poll Book Clerk enters the word “sworn” following such elector’s name and signature in the remarks column of the Poll Book. (34-1106(2), I.C.) See Poll Book Sheet on page 11, Line 283, column C.

11. What are the roles of the designated poll watchers and challengers?

Watchers and challengers are people authorized by the County Clerk to be present at the polls on Election Day. These authorized individuals shall wear a visible name tag which includes their respective title.

Individuals authorized to serve as watchers may watch the receiving of the votes and the counting of votes. While watching the counting of the votes, they are not allowed to absent themselves except for brief breaks until the polls are closed so that results are not released prior to the close of the polls throughout the state. Individuals authorized to serve as challengers may challenge voters’ registration as they offer to vote. (34-304, I.C.)

Watchers and challengers are not to interfere with the voters or the voting process. If you feel that a watcher or challenger is interfering with the duties of the Election Board or the voting process, contact your County Clerk’s Election Office or courteously point out what their role as a watcher or challenger is.

12. What if an elector makes a mistake when he is voting and requests a new ballot?

The elector returns the spoiled ballot to the Issuing Clerk. No person shall take or remove any ballot from the polling place.

The returned ballot shall be marked on the back “spoiled ballot – another issued” and deposited in the Spoiled Ballot Envelope or Container. Issue the elector another ballot and record the new sequence number in the proper column after his name. Make the notation in the remarks column “spoiled ballot – another issued.” Where there is more than one ballot page, all pages are treated in the same manner and all ballot pages are spoiled and re-issued. Instruct the elector to finish the voting process in the usual manner. (34-1109, I.C.) See Poll Book Sheet on page 11, Line 291, column C & sequence # column.

13. What if an elector, because of physical disability, cannot enter the polling place?

Such elector may be issued a ballot outside the polling place by one of the Election Clerks. The individual will have someone inform the Election Clerks that they are

there to vote curbside. The Election Clerk will take the voter the Poll Book or Poll Book page with the individuals name on it along with the appropriate ballot(s). The individual will sign the Poll Book and show proper ID. Then in the presence of the Election Clerk but in a secret manner, mark and return the ballot to the Election Clerk. The Election Clerk will then return the voted ballot to the Receiving Clerk where it will be recorded as being voted and deposited into the voted ballot box. Whenever an elector receives assistance in this manner, a Clerk shall make a notation of “assistance” in the Poll Book following the name of the elector. See Poll Book Sheet on page 11, Line 282, column C.

14. What if an elector is unable to record his vote personally?

Any elector who, because of blindness, physical disability or other disability is unable to mark his ballot may vote independently by using the AutoMark or may receive assistance from one of the Election Board Clerks or by an individual of their choosing.

If the elector chooses to vote independently by using the AutoMark, the AutoMark should be demonstrated. This unit marks an oval ballot after the voter has made his selections on the touchscreen, Braille keypad, or with a puff and sip device. The AutoMark also has an audio ballot available for use by those who are visually impaired.

If the elector chooses to receive assistance from an Election Clerk or an individual of their choosing, such person shall ascertain the wishes of the elector and mark the ballot accordingly. Then the person giving assistance shall thereafter give no information regarding such marking. Whenever an elector receives assistance in this manner, the Poll Book Clerk shall make the notation of “assistance” in the Poll Book following the name of the elector. (34-1108(2), I.C.) See Poll Book Sheet on page 11, Line 291, column C.

The choice of voting with or without assistance shall be left to the voter.

15. What if there is a vacancy on the Election Board?

(1) In the absence of a Chief Judge, the County Clerk will designate a new Chief Judge.

(2) In the absence of a judge or Clerk, the Chief Judge should designate a qualified replacement. If Election Clerks were assigned based on their political party, the replacement should be of the same political party.

Any person thus designated to fill a vacancy must take and subscribe to the Oath of Office for Members of the Election Board on the front cover of the Poll Book.

16. What if the Official Election Stamp is lost?

The ballot Issuing Clerk shall initial each ballot and write “stamped” upon the ballot in the appropriate place. (34-901, I.C.)

17. Can political signs be posted on or around the polling place?

No person shall do any electioneering or circulate petitions on Election Day within any polling place, or any building in which an election is being held, or within one hundred (100) feet thereof. For specific prohibited activities, refer to the Election Laws book under Title 18, Chapter 23. (18-2318, I.C.)

18. What do we do if there is a disturbance within the voting area?

The Election Clerks may appoint some capable person to act as an Election Constable. He shall allow no one within the voting area, except those who go to vote and shall allow but one (1) elector in a compartment at one (1) time unless the voter has requested assistance. The Constable is to see that the election is conducted in an orderly manner. Notify the County Clerk’s Election Office of any disturbances within the polling place. (34-1105, I.C.)

19. What if an individual asks if another elector has voted?

No judge or Clerk shall communicate to anyone, including spouses, watchers and challengers, any information as to the name or number on the Poll Book of any elector who has not applied for a ballot, or who has not voted at the polling place. (34-1110, I.C.)

20. Once the ballot is in the ballot box, can it be removed?

No, once a ballot is placed in the ballot box, it is considered voted and cannot be retrieved. The ballot box shall only be opened at the end of the Election Day, unless duplicate boxes are being used for counting purposes.

21. What if an AutoMark becomes defective?

If a unit does not operate properly at the polls, Election Clerks are to follow the troubleshooting checklist provided by the vendor and document the troubleshooting procedure. Documentation is essential to correctly identify and explain problems. Call the County Clerk’s Election Office if the unit does not operate properly after following the checklist and documentation of issues. The unit should be turned off but left in place until a county worker or vendor representative, wearing identification as an Election Clerk, can repair or replace the unit.

LINE NO.	VOTER LAST NAME, FIRST NAME and ADDRESS	SIGNATURE OF VOTER	SEQ NO	VOTED	VOTER ID	REMARKS
282	MILLER, GERALDINE L 212 BEECH ST, NEZPERCE	<i>Geraldine L. Miller</i>	4	✓	 001000345	Assistance
283	MILLER, JAMES WESLEY 1955 POWERLINE RD, NEZPERCE	<i>James W. Miller</i>	98	✓	 001000270	Affidavit - Sworn Need - Narcissity Miller
284	MILLER, JEANNINE DORIS 411 5TH AVE, NEZPERCE				 001000021	Name Change See T's Election Day Reg.
285	MILLER, JOHN NORTON 705 7TH AVE, NEZPERCE				 001000487	
286	MILLER, KERRY J 1955 POWERLINE RD, NEZPERCE	<i>Kerry Miller</i> Mail Out Absentee (Ballot Mailed) BD		✓	 010026272	
287	MILLER, PHILLIP JAMES 1869 OFFSET RD, NEZPERCE	<i>Phillip Miller</i>	73	✓	 010095077	Affidavit
288	MILLER, VICTORIA LOUANE 1955 POWERLINE RD, NEZPERCE	<i>Victoria L. Miller</i> Mail Out Absentee (Ballot Mailed) BD		✓	 010231844	
289	MILLER, WENDY LYNN 1955 POWERLINE RD, NEZPERCE				 001000586	
290	MOROZ, PAUL 2090 THOMPSON RD, NEZPERCE <i>2090 Thompson Rd, Nez Perce</i>	<i>Paul Moroz</i>	26	✓	 005080963	Corrected Address
291	MURT, MICHAEL JOHN 1008 4TH AVE, NEZPERCE	<i>Michael J. Murt</i>	68 63	✓	 001000810	Assistance Spilled - Another Issued
292	MURT, TAMMY JEAN 1008 4TH AVE, NEZPERCE				 001000812	
	Morgan, Anne Marie 632 E 2nd Ave, Nezperce	<i>Anne Marie Morgan</i>	51	✓		Clerical Error - Left off
	Matthews, Jordan 1893 Offset Rd, Nezperce	<i>Jordan Matthews</i>	110	✓		Election Day Reg.

V – CONDUCT OF ELECTION AND PROCEDURAL CHECK LIST

Precinct

The Day Before Election Day

1. The election supplies will either be delivered to the polling place by the County Clerk or a designee or will have been picked up by the Chief Judge of the precinct on or before the opening of the polls for the election. The official ballots, the official stamp and ink pad will be delivered in sealed packages. (34-910, I.C.)
2. Immediately upon receipt of the ballots and supplies, the Chief Judge and County Clerk or designee will sign the Receipt for Supplies (E-8) for such supplies. The Chief Judge and County Clerk or designee will each keep a copy of the signed receipt. (34-910, I.C.)

On Election Day Before the Polls Open

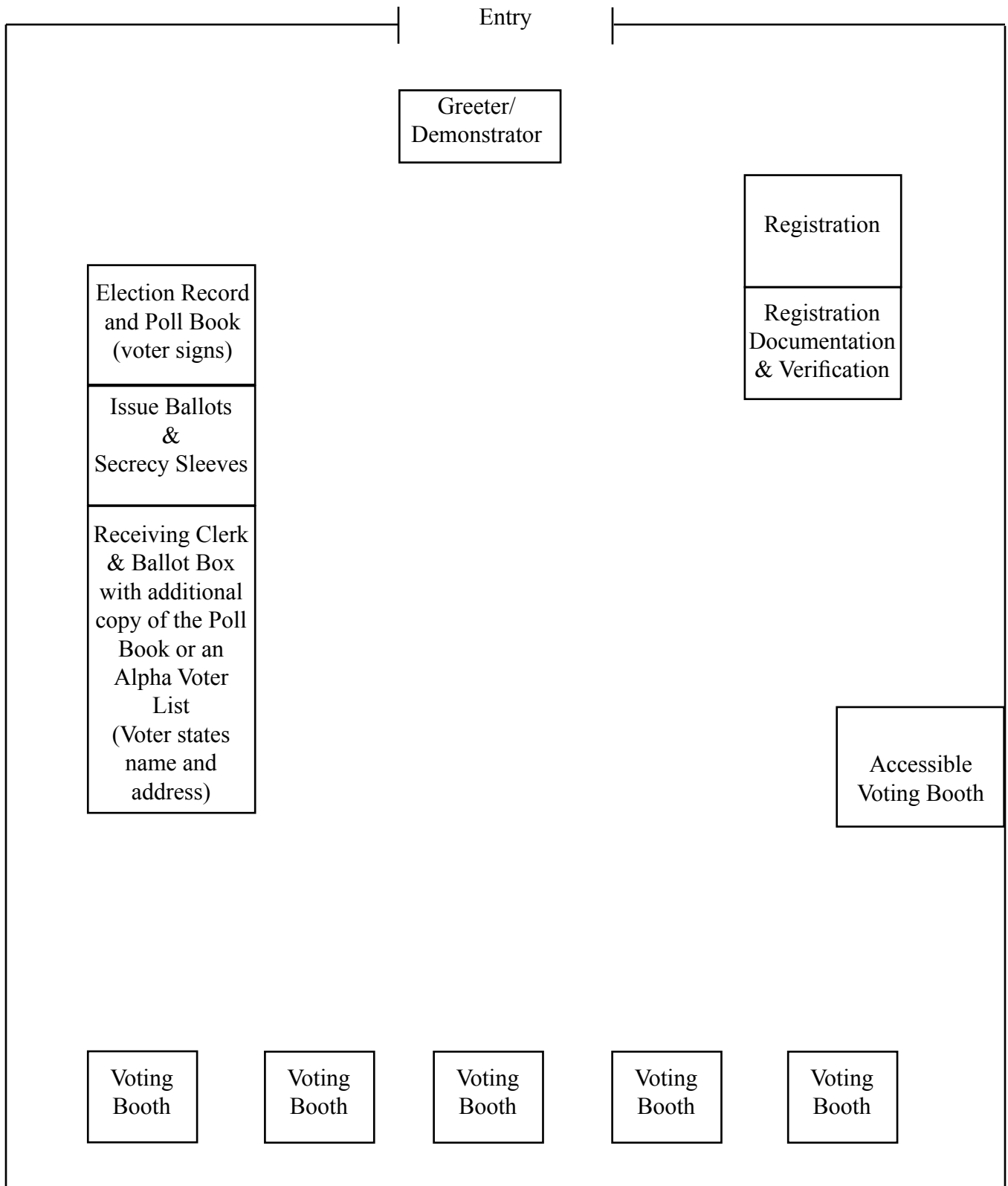
1. For an 8:00 a.m. opening, report to the polling place no later than 7:30 a.m., unless specified otherwise by the County Clerk.
2. Post the VOTE HERE SIGN (E-5) in a visible location such as a window or on the exterior of the polling place building. Use a marker to enter the county, precinct and time on the sign for your polling place.
3.
 - a. In the presence of bystanders, the Chief Judge and Clerks of Election will break the sealed packages containing the Official Ballots, the Official Election Stamp and ink pad. The other election supplies may be opened and prepared prior to voters arriving at the polls. (34-1103, I.C.)
 - b. Carefully check the election supplies. See pages 43-44 of this manual for a list of precinct supplies. Contact the County Clerk's Election Office immediately if a shortage exists or if there is a question regarding the contents.
 - c. Check the official paper ballots and Official Oval Ballots to ensure that the precinct name or number appears on the ballot stub and ballot of each pad of ballots. Also be sure that the ballot numbers are sequential from one ballot pad to another. If there is an error in the ballot numbering or precinct name or number, immediately contact the County Clerk's Election Office. **IMPORTANT:** Be sure to use ballots in numerical order.
 - d. Record the number of Paper Ballots received on Line 2a in the first column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book (E-2A). See Ballot Accounting page on page 34.
 - e. Record the number of Oval Ballots received on Line 2a in the second column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book (E-2A).

See Ballot Accounting page on page 34.

- f. Arrange the polling place with the ballot box(es), booths and AutoMark in view of the Election Clerks present.
 - 1) Set up the AutoMark in a location within the polling place where a wheelchair has clear access to the booth but the screen is shielded from view by other voters. Also, be sure to have a chair on hand for use by electors needing one while using the device.
 - 2) See the suggested arrangement of the polling place on page 14.
- g. Post Sample Ballot(s), Mail-in Registrants (E-10), Voter's Rights (EP-11) placards in the polling place and Card of Instruction (E-3P) placards in the voting booths.
- h. Post the Election Day Registration (EDR-4) placards on or close to the registration table.
- i. Assignment of Duties – It is suggested that specific duties be assigned within the following framework:
 - 1) One (1) Clerk to greet and demonstrate both the voting of a paper ballot and the use of the AutoMark.
 - 2) One (1) Clerk to be in charge of the Poll Book (E-2A & E-2B). Where the Poll Book is divided into alphabetical divisions, a Clerk should be assigned to each division. This means that you may have more than one worker assigned to this duty.
 - 3) One (1) Clerk in charge of stamping and issuing ballots.
 - 4) One (1) Clerk in charge of either the additional copy of the Poll Book or a List of Registered Voters to be stationed at the ballot box(es).
 - 5) One (1) Clerk in charge of Election Day Registration.

NOTE: The above duties may be combined to correspond with available personnel.
- j. Before entering upon the discharge of their duties, all of the Clerks of Election must take and subscribe to an oath on the cover of the Poll Book (E-2A). (34-111(4), I.C.)
 - 1) Completing the Poll Book (E-2A) cover before the polls open:
 - a) If not already completed, enter the Election Name, Election Date, County Name, Legislative District Number and Precinct Name or Number at the top of the Poll Book (E-2A). If the Poll Book is divided into sections, enter the alpha sections in the Index Box on each book. (Example: A-J)
 - b) Each Election Clerk must read the Oath under the Oaths of Office for Members of Election Board and sign beneath #1 on the cover of the Poll Book (E-2A).
 - c) The Chief Judge will complete the date and sign beneath the Election Clerks

Suggested Arrangement of Polling Place



on the cover of the Poll Book (E-2A).

- d) If the Chief Judge is not present, another individual may be designated to give the rest of the Election Board the Oath of Office by first completing the oath beneath the “If No Person Authorized to Administer Oaths is Present” on the cover of the Poll Book (E-2A) prior to administering the oaths of office for the other election personnel.

Opening the Polls

1. At 8:00 a.m. the polls open. The Chief Judge shall make a public proclamation of the same. (34-1101, I.C.)

Voting is from 8:00 A.M. to 8:00 P.M.

Unless Otherwise Specified by the County Clerk

2. When the first elector of the day arrives to vote, open the ballot box(es) and show that they are empty to the elector along with any bystanders. Close and lock or seal the ballot box(es).
 - a. If using a seal, enter the seal number on the Seal Tracking Sheet (E-21).
 - b. If using a lock, the keys are to be delivered to the Chief Judge who will keep them in his or her possession at all times.
 - c. The ballot box(es) are not to be opened until after the polls have closed, unless duplicate ballot boxes are being used to allow for counting of ballots throughout the day.
 - d. The ballot box(es) are not to be removed from the polling place until all ballots are counted and ready to be transported to the County Clerk’s Election Office.
3. Individuals authorized by the County Clerk as watchers and/or challengers are to be permitted to be present at the polls.
 - a. The elections office will furnish each precinct a list of authorized watchers and/or challengers, if applicable.
 - b. No person will be allowed at the polls serving as a watcher or challenger unless their name appears on the list supplied by the County Clerk. (34-304, I.C.)
 - c. Such individuals should be positioned so that the normal voting process will not be disrupted.
 - d. Such individuals are to wear a visible name tag with their respective title printed on it. These will be supplied by the County Clerk’s Election Office.
 - e. If the individual interferes with the duties of the Election Board, contact your County Clerk’s Election Office or courteously point out what their role as a watcher or challenger is. (For a description of their role, see question #10 on page 8.)

Identifying the Elector and Issuing the Ballot(s)

CAUTION:

- A. Do not issue a Paper Ballot or Oval Ballot to any elector until there is either a voting booth or AutoMark available for immediate use.
 - B. When issuing the Oval Ballot, caution each and every voter not to tear, crumple, or fold the ballot as it will prohibit it from being used in the AutoMark. This cannot be stressed enough.
-
- 1. The voter appears before the Clerk in charge of the Poll Book. Each voter must state his or her name and address to the Poll Book Clerk along with either showing their photo ID or signing a Personal Identification Affidavit. (34-1106, 34-1113 and 34-1114, I.C.)
 - a. The Poll Book Clerk locates the voter's name in the Poll Book and requests the voter to state his or her residence address.
 - 1) Voter's name appears in the Poll Book and the Poll Book Clerk verifies that the address printed in the Poll Book for the voter is correct and has not changed.
 - a) If the address matches what the voter gives verbally, the voter must show one of the acceptable forms of ID listed in "b" below or sign the Personal Identification Affidavit.
 - b) If the address does not match, determine the cause of the difference. Refer to the questions in the Frequently Asked Questions section on page 5 for assistance with determining the problem and finding the solution.
 - 2) Voter has completed a registration card.
 - a) The Poll Book Clerk checks the completed registration card for complete information and the 'Residence Verified' stamp.
 - b) The Poll Book Clerk enters the individual's name and address along with the notation "election day registration" in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book.
 - c) Place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3) or give the completed registration card to the Receiving Clerk for entry into the second Poll Book or List of Registered Voters then place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3). **NOTE:** Election Day Registrations must be added to either the second Poll Book or the List of Registered Voters that the Receiving Clerk has.
 - b. The voter must show one of the acceptable Photo ID's or sign the Personal Identification Affidavit.

- 1) Acceptable forms of ID are:
 - a) An Idaho driver's license or identification card.
 - b) A U.S. passport or Federal photo identification card.
 - c) A tribal photo identification card.
 - d) A current student photo ID, issued by an Idaho high school or post secondary educational institution.
 - 2) An ID listed above is acceptable if the photo matches the person and the name on the ID matches the name listed in the Poll Book. Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.
- c. The voter:
- 1) **Has an acceptable ID** and the photo matches the person and the name on the ID matches the name in the Poll Book, proceed to "d" below.
 - 2) **Does not have an acceptable ID**, the voter may fill out and sign the Personal Identification Affidavit. The voter shall sign the Personal Identification Affidavit in order to vote. Once the affidavit is filled out, both the voter and the Poll Book Clerk must sign the affidavit. Then proceed to "d" below.
- NOTE:** The individuals' address on their photo ID is not required to match the address in the Poll Book. The address in the Poll Book should match the address given verbally by the voter. If the address is different, the voter must re-register. Direct the voter to the registration table.
- d. Check the Remarks Column for any notations.
- 1) A **Challenge** made in the Remarks Column:
 - a) Requires that the elector sign an Oath of Challenged Person (E-7) before issuing any ballot(s).
 - b) Upon receipt of the signed Oath,
 - i) Write "Sworn" in the Remarks Column.
 - ii) Proceed to "e" on page 18.
 - 2) An entry of **"Registered by Mail ID Required"**:
 - a) Indicates that the voter submitted a registration card by mail and their ID has not been verified.
 - b) Requires that the elector present identification prior to issuing any ballot(s). Approved ID's:
 - i) A current and valid Idaho Driver's License or state issued Identification Card; or
 - ii) A copy of a current utility bill, bank statement, government check, paycheck

or other government document that shows the name and address of the voter along with a picture ID.

- c) Upon identification being provided,
 - i) Write “Verified” in the Remarks Column.
 - ii) Proceed to “e” below.

3) An entry of “**Protected**” beneath the Voter’s Name :

- a) Indicates that the voter’s residence address is Confidential and is not public record.
 - b) Voter shows ID or signs the Personal Identification Affidavit then signs next to his or her name and is issued a ballot. **NOTE: Do not enter any address in the Poll Book for this voter.**
 - c) Proceed to “e” below.
- e. The voter must then sign his name in the Signature of Voter column following his name before receiving the ballot(s). (34-1106, I.C.)
- 1) If the voter signed the Personal Identification Affidavit, the Poll Book Clerk makes the notation “affidavit” in the remarks column.
- f. Record the ballot stub number or sequence number in the Seq No column next to the voter’s signature in the Poll Book.

2. When a voting booth or AutoMark is available, the Issuing Clerk will:

a. Paper Ballot:

- 1) Stamp Paper Ballot(s) with the Official Election Stamp on the bottom of the back of the ballot.
- 2) Hand the official Paper Ballot(s) to the elector.
 - a) Give instructions to the elector on folding the voted Paper Ballot(s) prior to leaving the voting booth.
 - b) Direct the elector to an open voting booth.

b. AutoMark:

- 1) Stamp the Oval Ballot(s) with the Official Election Stamp in the Official Stamp Box at the bottom on the front of the ballot.
- 2) Hand the Official Oval Ballot(s) to the voter along with a secrecy sleeve.
 - a) Give instructions to the elector on inserting the voted ballot into the secrecy sleeve prior to leaving the voting booth.
 - b) Direct the elector to an open AutoMark.

IMPORTANT: Never allow a voter to wait with an Official Oval Ballot in hand. It may be bent or torn and become unusable with the AutoMark.

3. The operation of voting shall be secret. The elector must retire to either a vacant voting booth or AutoMark.
 - a. If using a voting booth, the elector will mark his ballot according to the instructions which appear on the Card of Instruction (E-3P).
 - 1) After voting the Paper Ballot and before leaving the voting booth, the elector must fold the ballot(s) so that the official stamp is visible and the face of the ballot(s) is completely enclosed.
 - b. If using the AutoMark, the elector will follow the directions given by the machine and the Election Clerk assisting voters with the machine. **IMPORTANT:** A voter may ask for assistance with the AutoMark after beginning to vote. An Election Clerk may give any needed instruction or assistance.
4. Before leaving the voting booth, the elector must fold the paper ballot(s) as instructed by the Election Clerk and as shown on the Card of Instruction. If using the AutoMark, the elector should place the voted ballot(s) into the secrecy sleeve.

Throughout the Day

1. Instructions and a demonstration on how to record their votes should be given for the Paper Ballot to all electors prior to voting and the AutoMark to those who wish to use it prior to voting.
2. Voting booths must be inspected as frequently as feasible to make certain that no sample ballot, literature, flyers, stickers, etc. are left in them after an elector casts his or her ballot. Any material must be removed from the voting booth.
3. After a pad of ballots has been issued, place the pad of ballot stubs in the Voted Ballot Stub Envelope (EE-6) for returning to the County Clerk at the end of the night.

Assistance to the Voter

IMPORTANT: Whether an elector chooses to vote the Paper Ballot or use one of the following options for assistance when voting, the decision is left to the elector. Although the AutoMark is available in every polling place, an elector may still request assistance or utilize curb-side voting.

1. All electors have the following options for assistance when voting.
 - a. AutoMark:
 - 1) This device marks an Oval Ballot with the selections made by electors who have difficulty seeing or marking a ballot.
 - 2) No votes are stored in the machine. The AutoMark only marks a ballot. Ballots are counted by the Election Clerks just as other Paper Ballots.
 - 3) For instructions, see the AutoMark Procedural Manual.

- b. Assistance with voting by a person of their choice:
 - 1) Any elector who, because of blindness, physical disability or other disability, is unable to mark his or her ballot may request assistance from an individual of their choice in marking their ballot(s).
 - a) An elector may request assistance from one of the Election Clerks or any other person of their choice.
 - b) The selected individual will ascertain the wishes of the elector for each office or ballot measure/question and will mark the ballot(s) accordingly.
 - c) The selected individual is not allowed to give any information regarding the marking of the ballot(s).
 - d) Upon receiving assistance in this manner, the Poll Book Clerk will make the notation of “assistance” in the Remarks Column of the Poll Book following the name of the elector. See the sample Poll Book Page on page 11, Line 291, Column C.
- c. Curbside Voting:
 - 1) Any elector who, because of physical disability or other disability, is unable to enter the polling place may request assistance at their vehicle.
 - a) An elector may have someone notify the Election Clerks in the polling place that they are in the parking lot and need a ballot brought to them.
 - b) An Election Clerk will take the Poll Book or appropriate Poll Book page, and ballot(s) to the elector in their vehicle in the polling place parking lot.
 - c) The elector signs the Poll Book next to his or her name, votes the ballot(s) in a private manner, folds the voted ballot(s) and returns them to the Election Clerk.
 - d) The Election Clerk returns the Poll Book or Poll Book page to the Poll Book Clerk. The Poll Book Clerk makes the notation of “assistance” in the Remarks Column of the Poll Book following the name of the elector. (See the sample Poll Book Page on page 11, Line 282, Column C.) Then the Election Clerk deposits the voted ballot(s) in the appropriate ballot box(es), which causes the voters name to be announced and recorded as voted.

IMPORTANT: If any elector, after beginning to vote, asks for information regarding the marking of a ballot, the Election Clerks will give him or her any necessary information, instruction or assistance. (34-2427, I.C.)

Receiving the Voted Ballot

1. After voting the ballot(s), the elector must then present himself to the Clerk in charge of the ballot box(es) (i.e. Receiving Clerk) and state his name and residence address. (34-1107, I.C.)

2. The Receiving Clerk will locate the voter's name and record that the voter has voted in either the second Poll Book or the List of Registered Voters.
 - a. If the voter has completed an Election Day Registration Card, enter the individual's name and address along with the notation "election day registration" in either the second Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book or at the end of the List of Registered Voters.
 - 1) If the Election Day Registration Card was given to the Receiving Clerk, place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
3. The elector has the option of depositing his or her ballot(s) into the ballot box(es) or allowing the Receiving Clerk to deposit the ballot(s).
 - a. **The Elector Deposits:**
 - 1) Paper Ballots:
 - a) The Receiving Clerk will instruct the elector on depositing the folded ballot(s) into the appropriate ballot box.
 - b) The elector will deposit the folded ballot(s) into the appropriate ballot box.
 - 2) Oval Ballots:
 - a) The Receiving Clerk will instruct the elector on how to deposit the Oval Ballot(s) into the ballot box while retaining the secrecy sleeve.
 - i) The elector is to insert the lower edge of the secrecy sleeve into the ballot box slot and allow the ballot(s) to slip into the ballot box.
 - b) The elector will then deposit the ballot(s) into the ballot box as instructed. The elector then returns the secrecy sleeve to the Receiving Clerk.
 - i) The Voted Oval Ballot(s) is deposited into the appropriate ballot box.
 - b. **The Receiving Clerk Deposits:**
 - 1) Paper Ballots:
 - a) The elector will hand the folded Paper Ballot(s) to the Receiving Clerk.
 - b) The Receiving Clerk will deposit the folded ballot(s) into the appropriate ballot box.
 - 2) Oval Ballots:
 - a) The elector will hand the voted Oval Ballot(s) within the secrecy sleeve to the Receiving Clerk.
 - b) The Receiving Clerk will deposit the Oval Ballot(s) into the appropriate ballot box by inserting the lower edge of the secrecy sleeve into the ballot box slot

and allowing the ballot(s) to slip into the ballot box while retaining the secrecy sleeve.

4. The Receiving Clerk will then announce the elector's name in a loud audible voice for all present to hear, especially any watchers or challengers. (34-1107, I.C.)
5. In precincts using duplicate ballot boxes, the tallying begins after five (5) ballots have been cast.
 - a. At that time, the Chief Judge and/or tallying Clerks will give the empty duplicate ballot box to the Receiving Clerk. Then, they will take the first ballot box and retire to the counting area to count the ballots.
 - b. The Receiving Clerk will show that the duplicate ballot box is empty to the next voter and any bystanders. Then, close and lock the ballot box.
 - c. Upon completion of the counting, the Chief Judge and/or tallying Clerks will return the first ballot box, which is empty, to the Receiving Clerk. They will take the second ballot box and return to the counting area to count all of the ballots cast in the second ballot box during this period.
 - d. The Receiving Clerk will show that the duplicate ballot box is empty to the next voter and any bystanders. Then, close and lock the ballot box.
 - e. This counting process will continue until the polls are closed at which time Tally Clerks will open the final ballot box and complete the counting of the ballots. (34-1201, I.C.)

IMPORTANT: NEVER LEAVE THE BALLOT BOX(ES) UNATTENDED!

Receiving and Processing Absentee Ballots

(Only those counties where absentee ballots are sent to the polls.)

1. Between the opening and closing of the polls, the County Clerk or designee will deliver the Absentee Ballot Carrier Envelope (EA-13) (i.e. Carrier Envelope) containing Absentee Ballot Return Affidavit Envelopes (EA-12, EA-12F or EA-16) (i.e. Affidavit Envelopes) along with a list of voter's names as they appear on the Affidavit Envelopes.
2. Upon receipt of the Carrier Envelope, the Chief Judge will immediately open the Carrier Envelope and proceed to count the number of Affidavit Envelopes enclosed. The number of Affidavit Envelopes enclosed should match the number listed on the Judges Receipt for Absentee Ballots (EA-1).
 - a. If the number of Affidavit Envelopes matches the number listed on the Judges Receipt for Absentee Ballots, the Chief Judge and County Clerk or Designee will sign the Receipt. The Chief Judge and County Clerk or designee will each keep a copy of the signed receipt.

- b. If the number of Affidavit Envelopes does not match the number listed on the Judges Receipt for Absentee Ballots, the Chief Judge and County Clerk or Designee must determine the discrepancy.
 - 1) It is suggested that one individual reads the names listed on the Affidavit Envelope while the other marks off the names on the list of voter's names that was included in the delivery of the Carrier Envelope.
 - 2) Upon locating the missing name or the additional envelope, contact the County Clerk's Election Office and report the discrepancy. Then, correct the number of Affidavit Envelopes on the Judges Receipt for Absentee Ballots. The Chief Judge and County Clerk or Designee will sign the Receipt. The Chief Judge and County Clerk or designee will each keep a copy of the signed receipt. The County Clerk or designee will correct the discrepancy and will either locate the missing Affidavit Envelope or add the additional envelope to the list of returned absentee ballots.
3. Upon signing the Judges Receipt for Absentee Ballots,
 - a. Give the Affidavit Envelopes to the Issuing Clerk.
 - b. The Poll Book Clerk will enter the number of absentee ballots received on Line 2c in the first column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book (E-2A). See Ballot Accounting page on page 34.
4. For each Affidavit Envelope enclosed,
 - a. The Issuing Clerk will announce the elector's name appearing on the Affidavit Envelope.
 - b. The Poll Book Clerk will locate the elector's name in the Poll Book.
 - 1) If the voter has not voted at the election,
 - a) The Poll Book Clerk will write the voter's name in the "Signature of Voter" column as though the voter had been present and voted in person.
 - b) The Poll Book Clerk should initial next to the type of Absentee Ballot in the "Signature of Voter" column. (34-1008, I.C.) See the Poll Book sheet on page 11, Line 286 and Line 288, Columns B & C.
 - 2) If the voter has already voted in the election,
 - a) The Issuing Clerk will write "Spoiled" and the reason across the back of the Affidavit Envelope and place the Affidavit Envelope in the Rejected Absentee Ballots Envelope (EA-14).
 - c. If the elector is a duly registered elector of the precinct and has not heretofore voted at the election, the Issuing Clerk will open the Affidavit Envelope and remove the Voted Ballot Envelope (EA-9) and Un-Voted Ballot Envelope (if applicable) (EA-10).

- d. The Voted Ballot Envelope should be handed to the Receiving Clerk.
 - 1) The Receiving Clerk will then announce the elector's name in a loud audible voice for all present to hear, especially any poll watchers or challengers. (34-1107, I.C.)
 - 2) The Receiving Clerk will then deposit the envelope(s) into the proper ballot box(es) and will locate the elector's name in the second Poll Book or List of Registered Voters and record that the voter has voted as though he had been present and voted in person.
 - 3) Stack the empty Affidavit Envelopes for return to the County Clerk.
- e. During the counting, the Voted Ballot Envelopes will be opened and the Tally Clerks will remove the ballot(s).

Challenging Absentee Elector's Vote

1. An absentee ballot may be challenged in the same manner as other votes are challenged.
 - a. The Receiving Clerk and the Chief Judge have the power and authority to determine the legality of such ballot.
 - b. If the challenge is sustained, the envelope containing the ballot of the elector will:
 - 1) Not be opened.
 - 2) The Receiving Clerk will write "Challenged" and the reason for the challenge across the back of the Affidavit Envelope.
 - 3) The Poll Book Clerk will make the notation "Challenged" in the Poll Book after the elector's name.
 - c. All absent elector's return Affidavit Envelopes (EA-12, EA-12F or EA-16), which were rejected as aforementioned will be placed in the Rejected Absentee Ballot Envelope (EA-14) and be returned to the County Clerk in the Return Supplies Envelope (EE-2). (34-1010, I.C.)
 - d. If an absent elector's envelope contains more than one (1) marked ballot of any one (1) kind, none of such ballots shall be counted. The Receiving Clerk shall make the notation "Spoiled" on the back of the ballots and the reason therefore then deposit them in the Spoiled Ballot Envelope (EE-5). (34-1009, I.C.)

Closing the Polls

1. Thirty (30) minutes prior to the closing of the polls, one of the Clerks will make a proclamation of the same. (34-1101(2), I.C.)
2. Close the polls at 8:00 p.m.

- a. All electors who are waiting in Line at 8:00 p.m. **must be allowed to vote** not withstanding the pronouncement that the polls are closed. (34-1101(2), I.C.)
- b. If there is a Line of voters waiting for the Poll Book Clerk, it is recommended that one of the Election Clerks stand at the end of the Line or at the door to the polling place to notify new voters that the polls are closed.

After the Polls Close

After all electors who were waiting in Line at 8:00 p.m. have voted and the polls have closed, the Election Clerks will complete the following tasks. It is suggested that the following seven (7) tasks be assigned to Clerks in groups of two. More than one team of board members may be working on different tasks at the same time.

Task 1 – Poll Book Tally and Comparison

1. The Poll Book Clerk will compare the Poll Book signed by the electors with either the second Poll Book or the List of Registered Voters kept by the Receiving Clerk. Both Clerks should have the same voters marked as voting.
 - a. Missing voters:
 - 1) Correct any mistakes that may be found, until they are found to agree.
2. Count the number of elector's signatures on each page of the Poll Book signed by the electors. Then, record that number on the bottom of each page on the Line "Number of Electors Voting This Page."
 - a. If absentee ballots were sent to the polls, the signature count will include those voters who were marked during the Receiving of the Absentee Ballots.
3. Combine the number listed on the Line "Number of Electors Voting This Page" on each Poll Book page together and record the grand total on Line 1a in the first column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book that the voters signed. See Ballot Accounting page on page 34.

Task 2 – Election Day Registration and Personal Identification Affidavits

1. Complete the front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
 - a. Enter the Precinct Name or Number.
 - b. Enter the Date.
2. Count the number of completed Registration Cards.

3. Enter the number of completed Registration Cards on:
 - a. The “Total Number of Election Day Registration Cards” Line on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book the voters signed. See Ballot Accounting page on page 34.
 - b. The front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
4. Count the number of signed Personal Identification Affidavits.
5. Enter the number of signed Personal Identification Affidavits on:
 - a. The “Total Number of Signed Personal Identification Affidavits” Line on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book the voters signed. See Ballot Accounting page on page 34.
 - b. The front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
6. Place the completed registration cards and signed Personal Identification Affidavits into the Election Day Registration Envelope (EDR-3) and seal.
7. Place the sealed Election Day Registration and Personal Identification Affidavit Envelope (EDR-3) into the Voted Ballot Box or other designated container.

Task 3 – Preparing Ballots and Poll Book Tabulation

1. Opening Ballot Boxes
 - a. Duplicate Ballot Boxes:
 - 1) After all of the voters who were in Line to vote at 8 p.m. have voted, the ballot box is delivered to the Counting Board in the counting room for final tallying.
 - 2) Upon completion of counting,
 - a) Request the number of Paper Ballots counted from the counting board and record the total number of Paper Ballots counted on Line 2f in the first column on the Ballot Accounting page just after the outside cover of the Poll Book the voters signed. See Ballot Accounting page on page 34.
 - b) Request the number of Oval Ballots counted from the counting board and record the total number of Oval Ballots counted on Line 2f in the second column on the Ballot Accounting page just after the outside cover of the Poll Book the voters signed. See Ballot Accounting page on page 34.
 - 3) If absentees were delivered during the day,
 - a) Request the number of Absentee Paper Ballots counted from the counting

- board and record the total number of Absentee Paper Ballots counted on Line 2g in the first column on the Ballot Accounting page just after the outside cover of the Poll Book the voters signed. See Ballot Accounting page on page 34.
- b) Request the number of Absentee Oval Ballots counted from the counting board and record the total number of Absentee Oval Ballots counted on Line 2g in the second column on the Ballot Accounting page just after the outside cover of the Poll Book the voters signed. See Ballot Accounting page on page 34.
- b. No Duplicate Ballot Boxes:
- 1) Clear a table for counting.
 - 2) Unlock the Voted Ballot Box.
 - 3) Remove the voted ballots and Absentees in the Voted Ballot envelopes, if absentees were delivered to the polls during the day. Set the Absentee Voted Ballot envelopes aside for later processing.
 - a) One Clerk should unfold the voted ballots and place them in stacks of 10 on the table.
 - i) If there is more than one ballot type (i.e. different colored ballots), separate and stack the ballots based on ballot type. Also place any Oval Ballots into a separate stack.
 - 4) Count the number of voted ballots of each type. **NOTE:** Do not include the number of absentee ballots.
 - a) If there is more than one ballot type (i.e. different colored ballots), count the number in each stack of ballots based on ballot type including Oval Ballots as a separate stack.
 - 5) Record the number of ballots cast on Line 2f in the first column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book signed by the voters. **NOTE:** Do not include the number of absentee ballots. See Ballot Accounting page on page 34.
 - a) If there is more than one ballot type (i.e. different colored ballots) or Oval Ballots, enter the number of ballots in each stack based on ballot type on Line 2f in the correct column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book signed by the voters.
 - 6) If absentees were delivered during the day, a second Clerk should:
 - a) Open the Voted Ballot Envelopes and remove the absentee ballots.
 - i) If there is more than one ballot type (i.e. different colored ballots) or Oval Ballots, separate and stack the ballots based on ballot type.
 - b) Count the number of voted ballots from the Voted Ballot Envelopes of each type.

- i) If there is more than one ballot type (i.e. different colored ballots) or Oval Ballots, count the number in each stack the ballots based on ballot type including Oval Ballots as a separate stack.
- c) Record the number of Absentee Paper Ballots cast on Line 2g in the first column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book signed by the voters. **NOTE:** Do not include the number of absentee ballots. See Ballot Accounting page on page 34.
 - i) If there is more than one ballot type (i.e. different colored ballots) or Oval Ballots, enter the number of ballots in each stack based on ballot type on Line 2g in the correct column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book signed by the voters.
- d) Once the absentee ballots have been accounted for on the Ballot Accounting page (E-2B), they can be tallied with the election day ballots.

2. Spoiled Ballots:

- a. Count the number of spoiled ballots in the Spoiled Ballot Envelope (EE-5).
 - 1) Be sure to include any absentee ballots that were spoiled if they were delivered to the polls during the day.
 - a) If there is more than one ballot type (i.e. different colored ballots) or Oval Ballots, count the number of ballots of each type.
- b. Record the number of spoiled ballots on Line 2h on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book signed by the voters. See Ballot Accounting page on page 34.
 - 1) If there is more than one ballot type (i.e. different colored ballots) or Oval Ballots, enter the number of ballots of each type on Line 2h in the correct column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book signed by the voters.

3. Unused Ballots:

- a. Physically count the number of unused ballots remaining in the pads of Official Ballots.
 - 1) If there is more than one ballot type (i.e. different colored ballots) or Oval Ballots, count the number of ballots of each type.
- b. Record the number of unused ballots on Line 2i in the first column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book signed by the voters. See Ballot Accounting page on page 34.
 - 1) If there is more than one ballot type (i.e. different colored ballots) or Oval Ballots, enter the number of ballots of each type on Line 2i in the correct column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book

signed by the voters.

c. Complete the front of the Voted Ballot Stub Envelope (EE-6).

1) Enter the Precinct Name or Number.

2) Enter the Date.

d. Place the voted ballot stubs in the Voted Ballot Stub Envelope (EE-6).

4. Ballot Accounting page, for each column:

a. Voting Summary Section

1) Line 1a should be completed.

b. Official Ballot Accounting Section

1) Line 2a, 2b and 2c should also be completed.

2) Add Line 2a, 2b and 2c together and enter the total on Line 2d.

3) Line 2e, 2f, 2g, 2h and 2i should be completed.

a) If there was no Early Pick-Up of Ballots, enter 0 on Line 2e.

4) Add Line 2e, 2f, 2g, 2h and 2i together and enter the total on Line 2j.

5) Line 2j (Total Ballots Accounted For) should match Line 2d (Total Ballots to Account For).

a) If these numbers do not agree you will need to determine where the discrepancy is. This may include recounting the number of voted ballots, absentee ballots received, if there were any, spoiled ballots or unused ballots.

NOTE: If the number of ballots in the ballot box, less the number of absentee ballots received at the polls, plus the number of spoiled ballots does not agree with the number of stubs, the Election Clerks have the authority to make any decision to correct the situation. **IMPORTANT:** This does not mean that the Election Clerks are allowed to void all ballots cast at the polling place. (34-1202, I.C.)

5. After completion of counting and completion of the Tally Books:

a. Count the number of ballots being locked in the Voted Ballot Box or Ballot Transfer Box for return to the County Clerk.

b. Enter the total number of ballots being locked in the Ballot Transfer Box on Line 2k on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book signed by the voters.

6. Upon completion of the Ballot Accounting page, the Election Board members should sign the Certification of the Distributing Board on the Poll Book cover (E-2A).

Task 4 – Dismantle the Voting Booths/Devices

1. Voting Booths: Take down all voting booths for return to the County Clerk.
2. AutoMark: Follow the instructions given by the County Clerk.

Task 5 – After the Ballots are Tallied

1. Transcribe the total votes cast for each candidate in official return section of **each** Tally Book. The number of votes must be written out.
2. Each Election Clerk must sign the certificate in the back of **each** Tally Book.
3. Post a correct copy of the election results (it is suggested that a sample ballot be used for posting results). Note #5 below.
4. Transmit a copy of such results to the County Clerk as early as possible.
5. **In no event shall the results of any count be released to the public until all polling places have closed on Election Day.** (34-1203, I.C.)
NOTE: For a statewide election, it requires the polls to be closed throughout the state. The state of Idaho deals with two time zones. Make sure that it is after 8:00 p.m. statewide before releasing election results.

Task 6 – Preparing Ballots for Transport to the County Clerk

1. Complete the following on the Transport Carrier Control Log (EP-20P).
 - a. Enter the Precinct Number.
 - b. Enter the Number of Ballots cast.
 - 1) This number should match the number listed on Line 2k on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book the voters signed.
 - c. Enter the Seal Number.
 - d. The Chief Judge signs the log.
2. Load the Voted Ballot Box or Ballot Transfer Box
 - a. Place the voted ballots in the Voted Ballot Box or Ballot Transfer Box.
 - b. Do not seal the Voted Ballot Box or Ballot Transfer Box until after Task 7 is completed.
3. Tape one copy of the Transport Carrier Control Log to the Voted Ballot Box or Ballot Transfer Box. Place the second copy of the Transport Carrier Control Log in the Un-voted Ballot Box or designated container.

Task 7 – Return of Election Supplies to the County Clerk

1. Election Clerks must enclose, seal and return election records and supplies to the County Clerk's Election Office. If the Clerk's office is closed, the election records and supplies shall be delivered to the County Sheriff or one of his deputies. (34-1204, I.C.)
2. Completing and filling the Return Envelope for the Poll Book and Tally Book (EE-1).
 - a. EE-1 – Envelope for returning the Poll Books (EE-1) or List of Registered Voters and Tally Books. **NOTE:** There should be two of these envelopes.
 - 1) Complete the front of the Return Envelope (EE-1).
 - a) Enter the date on the Line following "Tuesday."
 - b) Enter the Precinct Name or Number.
 - c) Each Election Clerk signs the envelope.
 - 2) Fill the Return Envelope (EE-1).
 - a) Place the Poll Book signed by the voters and one set of Tally Books in one of the envelopes.
 - b) Place the Poll Book or List of Registered Voters maintained by the Receiving Clerk and one set of Tally Books in the second envelope.
3. Completing and filling the Return Envelope for election materials (EE-2).
 - a. EE-2 – Envelope for returning election materials.
 - 1) Complete the front of the Return Envelope (EE-2).
 - a) Enter the date on the Line following "Tuesday."
 - b) Enter the Precinct Name or Number.
 - c) Each Election Clerk signs the envelope.
 - 2) Fill the Return Envelope (EE-2) by placing the following items in the envelope.
 - a) Absentee Ballot Affidavit Envelopes (EA-12, EA-12F or EA-16), if delivered to the Polls
 - b) Receipt for Absentee Ballots (EA-1), if applicable
 - c) Oaths of Challenged Persons (E-7)
 - d) Receipt for Election Supplies (E-8)
 - e) Sequence Card
 - f) Idaho Election Laws Book
 - g) Official Election Stamp

4. Load the Voted Ballot Box – Lock inside:
 - a. Voted Ballots
 - b. Poll Book signed by the voters and one set of Tally Books sealed in the EE-1 Poll Book Return Envelope
 - c. Election Day Registration and Personal Identification Affidavit Envelope (EDR-3)
5. Load the Un-voted Ballot Box or other designated container – Lock inside:
 - a. Un-voted ballots (if applicable)
 - b. Voted Ballot Stub Envelope (EE-6)
 - c. Spoiled Ballot Envelope (EE-5)
 - d. Rejected Absentee Ballot Envelope (EA-14)
 - e. Poll Book or List of Registered Voters maintained by the Receiving Clerk with one set of Tally Books sealed in the EE-1 Return Envelope.
6. The polling place must be left in the same condition as it appeared when you arrived or as instructed by the building supervisor.
7. Remaining supplies should be transported in the container they were delivered in. The AutoMark should be returned in a manner prescribed by the County Clerk.

RETURN TO COUNTY CLERK IN ENVELOPE No. EE-1

ELECTION RECORD and POLL BOOK

A list of the registered electors for the <u>May 2011</u> Election to be held:		Date <u>May 17, 2011</u>	IDAHO	County <u>Adams</u>	Legislative District No. <u>9</u>	Precinct <u>3-North Council</u>	Index <u>A-Z</u>
OATHS OF OFFICE FOR MEMBERS OF ELECTION BOARD Before entering upon the discharge of their duties, the Election Board members shall take and subscribe an oath in the Election Record and Poll Book. Such oath shall be administered by any officer authorized to administer oaths or by the Chief Judge.				IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT I, the undersigned, who swore in the other members of the Election Board, being first sworn, say upon oath: I will perform my duties on this Election Board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election. Subscribed and sworn to before me this _____ day of _____, _____.			
1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of Election Board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.				Signature _____ Title _____			
<u>Jane Wilkins</u> <u>Betty Smythe</u> <u>Rick Lee</u> <u>Sue Martin</u>				2. CERTIFICATION OF DISTRIBUTING BOARD We certify that the foregoing is an accurate summary of the actions of this Election Board.			
Subscribed and sworn to before me this <u>17</u> day of <u>May</u> , <u>2011</u> .				<u>Mary Brown</u> <u>Jane Wilkins</u> <u>Betty Smythe</u> <u>Rick Lee</u> <u>Sue Martin</u>			
Signature of witness to oath <u>Mary Brown</u> <u>Chief Judge</u>				Title 			

I hereby certify that the preparations of this polling place for the proper conduct of this election, as prescribed by Idaho Code, have been complied with.

Mary Brown

E-2A, Approved Secretary of State, January 2011

Chief Judge of Election

BALLOT ACCOUNTING for the Election held on May 17, 2011

County Precinct 3 - North Council Total Number of Election Day Registration Cards 26

Ballot Transfer Box Seal No. 573461 Total Number of Signed Personal Identification Affidavits 8

Ballot Description (Name or District Description)

1. VOTING SUMMARY - Complete after polls are closed.

- a. Number of Electors Signing Record
(Include Absentee Ballots Received at the Polls, if applicable)

Paper	Oval				
520					

2. OFFICIAL BALLOT ACCOUNTING

- a. Number of Ballots received with supplies (7 a.m.)

400	25				
-----	----	--	--	--	--

- b. Number of Ballots received in late delivery (6 p.m.)

100	0				
-----	---	--	--	--	--

- c. Number of Absentee Ballots received (if any)

88	0				
----	---	--	--	--	--

d. Total Ballots to account for (2a + 2b + 2c)

588	25				
-----	----	--	--	--	--

- e. Number of Ballots Transferred at Early Pick-Up, if any

0	0				
---	---	--	--	--	--

- f. Number of Ballots in the Ballot Box (Count the ballots)

427	5				
-----	---	--	--	--	--

- g. Number of Absentee Ballots in the Ballot Box, if any
(Count the ballots)

88	0				
----	---	--	--	--	--

- h. Number of Spoiled Ballots

1	10				
---	----	--	--	--	--

- i. Number of Unused Ballots

72	10				
----	----	--	--	--	--

- j. Total Ballots Accounted For (2e + 2f + 2g + 2h + 2i)
(Should match 2d above. If this does not match, refer to the
Procedural Manual for instructions.)

588	25				
-----	----	--	--	--	--

- k. Total Number of Ballots locked in Ballot Transfer Box

515	5				
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VII – GREETING VOTERS AND VOTING DEMONSTRATION

“Make Your Vote Count.”

Each voter should be greeted when arriving at the polling place and verified that they are in the correct location. If they are in the incorrect location, assist the voter by locating the correct polling place and directing them to it. If the voter is in the correct polling place, verify that they have one of the acceptable forms of ID prior to approaching the Poll Book Clerk. The acceptable forms of ID are listed below. If the voter has one of the acceptable forms of ID, they should be directed to the Poll Book Clerk. If the voter does not have one of the acceptable forms of ID, they should be given a Personal Identification Affidavit to complete attesting to their identity.

Acceptable forms of ID:

1. An Idaho driver's license or identification card
2. A U.S. passport or Federal photo identification card
3. A tribal photo identification card
4. A current student photo ID, issued by an Idaho high school or post secondary educational institution.

Here is suggested language for interacting with voters when they arrive at the polling place. Your assistance will prepare them to either show ID and sign the Poll Book or to register to vote.

Suggested Language for Greeters	If Yes	If No
Hello, welcome to <u>polling place name</u> . Is this your polling place?	Next Question	Let's find out where your polling place is. Assist the voter in locating their polling place by using the precinct map or street list.
Good. Are you registered?	Next Question	Direct the voter to the Election Day registration table.
Good. Do you have your photo ID with you today?	Next Question	You need to present acceptable photo ID or sign the Personal Identity Affidavit to vote in Idaho. On the affidavit you swear to your identity. Here is the affidavit for you to fill out while you are waiting. Please give it to the Clerk when you sign the Poll Book and you will be issued a ballot.
Good, you are all set. Please show your photo ID to the Clerk when you sign the Poll Book and then you will be issued a ballot.		

Also, prior to the voter approaching the Poll Book Clerk, each elector should be given a demonstration on voting procedures. The following instructions, with a demonstration of each point, should be followed:

Primary Election Only:

“You may only vote within one political party’s slate of candidates; and you may continue to vote the non partisan offices. Place an X in the square to the right of the name of the candidate of your choice or write-in the name of the person for whom you wish to vote in the blank write-in space for that office and place an X in the small square to the right of the name written in. Fold the ballot to conceal your markings and display the Official Election Stamp. You may not vote for more than the number of candidates specified on the ballot nor more than one Yes/No response to each ballot question.

(demonstrate)

Vote the green judicial ballot. Fold the ballot to conceal your markings and display the Official Election Stamp. Return the voted ballot(s) and the unvoted ballot to the Receiving Clerk.

If you make a mistake, return the ballot you made a mistake on to the Issuing Clerk, who will give you another ballot.”

All Other Elections, including the General Election:

“You may not vote for more than the number of candidates specified on the ballot nor more than one Yes/No response to each ballot question. Vote for such candidates, as you desire by place an X in the square to the right of the name of the candidate of your choice or write in the name of the person for whom you wish to vote in the blank write-in space for that office and place an X in the small square to the right of the name written in. You do not have to restrict your voting to one party in the general election.”

(demonstrate)

Fold the ballots to conceal your markings and display the Official Election Stamp. Return the voted ballots to the Receiving Clerk.

If you make a mistake, return the ballot you made a mistake on to the Issuing Clerk, who will give you another ballot.”

VIII – GUIDELINES FOR COUNTING PAPER BALLOTS

Section 34-1203, **Idaho Code**, sets the statutory standards for counting ballots i.e., “Any ballot or part of a ballot from which it is impossible to determine the elector’s choice, shall be void and shall not be counted. When a ballot is sufficiently plain to determine therefrom a part of the voter’s intention, it shall be the duty of the judges to count such part.” Therefore, a ballot shall not be rejected for a technical error that does not make it impossible to determine the voter’s intent. In determining the intent of the voter, the following principles apply:

1. **From face of ballot only.** Intent shall be ascertained only from the face of the ballot.
2. **Votes for too many candidates.** If a voter places a mark or writes in the names of more candidates for an office than are to be elected or nominated, the ballot is defective with respect only to that office. No vote shall be counted for any candidate for that office.
3. **Name written-in.** If a voter has written in the name of a declared write-in candidate, a vote shall be counted for that individual whether or not the voter makes a mark (X) in the square opposite the blank. Please note, a partisan tally of write-ins must be kept in the Primary Election for an individual whereas the write-ins for an individual in the General Election or in an Election in May or November in an odd year are cumulative. Remember only the write-ins for an individual who has filed a Declaration of Intent are to be checked for validity. The County Clerk will provide a list of such individuals. A declared write-in candidate written in for the wrong office shall not be counted.
4. **Mark out of place.** If a mark (X) is made out of its proper place, but so near a name or space as to indicate the voter’s intent, the vote shall be counted.
5. **Different marks.** Any mark evidencing the intent of the voter shall be counted.
6. **Attempted erasures or cross outs.** If the names of two candidates have been marked and an attempt has been made to erase or obliterate one of the marks, a vote shall be counted for the remaining marked candidate. If an attempt has been made to obliterate a write-in name, a vote shall be counted for the remaining name or marked candidate.
7. **Misspellings and abbreviations.** Misspellings or abbreviations of the names of write-in candidates shall be disregarded if the individual for whom the vote was intended can be ascertained from the ballot.

Determining voter's intent for paper ballot write-ins.

Pursuant to Section 34-702A, Idaho Code, no write-in vote for any office shall be counted unless a Declaration of Intent has been filed indicating that the person desires the office. Pursuant to Section 34-1203, Idaho Code, when a ballot is sufficiently plain to determine therefrom a part of the voter's intention, it shall be the duty of the judges to count the vote. The minimum threshold for determination of a write-in vote is the surname within the appropriate office.

The following guidelines are to assist in determining voter's intent for a declared write-in candidate.

1. Voter has written in the complete name of the write-in candidate under the office the candidate has filed a Declaration of Intent for and marked the box to the right.
THIS VOTE SHOULD BE COUNTED AS A VALID WRITE-IN VOTE.
2. Voter has written in only the surname of the write-in candidate under the office the candidate has filed a Declaration of Intent for and marked the box to the right.
THIS VOTE SHOULD BE COUNTED AS A VALID WRITE-IN VOTE.
3. Voter has written in an abbreviation or common nickname of the candidate's first name and the surname of the write-in candidate under the office the candidate has filed a Declaration of Intent for and marked the box to the right.
THIS VOTE SHOULD BE COUNTED AS A VALID WRITE-IN VOTE.
4. Voter has written in the complete name of the write-in candidate under the office the candidate has filed a Declaration of Intent for and did not make a mark in the box to the right.
THIS VOTE SHOULD BE COUNTED AS A VALID WRITE-IN VOTE.
5. Voter has placed a pre-printed sticker with the candidate's name under the office the candidate has filed a Declaration of Intent for and did/or did not make a mark in the box to the right.
THIS VOTE SHOULD BE COUNTED AS A VALID WRITE-IN VOTE.
6. Voter has written in the complete name of the write-in candidate under a different office the candidate has filed a Declaration of Intent for and marked the box to the right.
Examples:
 - a. Candidate filed for County Commissioner for the first district and wrote the name under County Commissioner for the second district.
 - b. Candidate filed for State Representative, position A and the name was written-in under position B.THIS VOTE SHOULD NOT BE COUNTED AS A VALID WRITE-IN VOTE.
7. Voter has written in only the first name of the write-in candidate under the office the candidate has filed a Declaration of Intent for and marked the box to the right.
THIS VOTE SHOULD NOT BE COUNTED AS A VALID WRITE-IN VOTE.

IX – TALLYING PROCEDURE FOR THE PRIMARY ELECTION

May of Even Years

Suggested assignments – counting board duties.

1. One (1) Clerk to read the voted ballots.
2. One (1) Clerk to watch that the ballots are read correctly.
3. Two (2) Clerks to record tally.

Procedure

1. Divide the white voted ballots into separate stacks by party and place the green judicial ballots into a separate stack. (Each stack thus separated will be read and tallied separately.)
2. The Reading Clerk reads from the voted ballot the candidate's name after which the voter has placed a cross (X) or other mark sufficient to show the voter's intent. If a person votes by writing the name of a declared write-in candidate on the ballot under the appropriate office, such act shall constitute a vote for the person's name that appears, without the necessity of placing a mark in the box to the right of the name written on the ballot. (34-1203, I.C.) See Guidelines for counting paper ballots on page 31.
3. After calling each ballot, the Reading Clerk should lay it face down to distinguish it from the uncounted ballots. After the ballots are counted, the ballots should either be tied (by party) with string provided or bound with a paper clip or binder clip in sets or stacks of 20 or 25 ballots.
4. The two Tally Clerks will tally the vote in the appropriate Tally Books. For example, when Republican votes are tallied, each Tally Clerk will have charge of a Republican Tally Book (EP-4). Thus, each vote cast is tallied by two members of the counting board in each of the Republican Tally Books. The same procedure is applicable to other parties and the judicial Tally Book. (Judicial Tally Book EP-3, Republican Tally Book EP-4, Democrat Tally Book EP-5)
5. As the candidate's name is called by the Reading Clerk, each Clerk will place a short perpendicular Line opposite the name of the candidate voted for. Every fifth vote for the same candidate shall be recorded by a horizontal Line through the first four perpendicular lines. One of the Clerks should clearly announce the fifth tally as the tallying proceeds.

NOTE: It is extremely important that you identify where you were when you balanced each time a fifth tally is announced. It is suggested that upon the fifth tally for each candidate, one of the Tally Book Clerks announce the number of hash marks for each candidate. Each Tally Clerk should make a mark above the last hash mark for each candidate to indicate that you balanced at this point. The Reading Clerk should either turn the stack of counted ballots or move the stack of counted ballots to indicate that you balanced at this point.

6. The tally continues as long as the two Tally Clerks agree on the totals.
7. If there is any discrepancy, the cause must be identified and corrected before continuing with the tally.

X – TALLYING PROCEDURE FOR THE GENERAL ELECTION

November of Even Years

Suggested assignments – counting board duties.

1. One (1) Clerk to read voted ballots.
2. One (1) Clerk to watch that the ballots are read correctly.
3. Two (2) Clerks to record tally.

Procedure

1. Divide voted ballots into separate stacks. Place Official General Election Ballots, *Constitutional Amendment Ballots, *Initiative Ballots and *Judicial Ballots into separate stacks. (Each stack thus separated will be read and tallied separately.) *If applicable.
2. The Reading Clerk reads from the voted ballot the candidate's name after which the voter has placed a cross (X) or other mark sufficient to show the voter's intent. If a person votes by writing the name of a declared write-in candidate on the ballot under the appropriate office, such act shall constitute a vote for the person's name that appears, without the necessity of placing a mark in the box to the right of the name written on the ballot. (34-1203, I.C.) See Guidelines for counting paper ballots on page 31.
3. After calling each ballot, the Reading Clerk should lay it face down to distinguish it from the uncounted ballots. After the ballots are counted, the ballots should either be tied with string provided or bound with a paper clip or binder clip in sets or stacks of 20 or 25 ballots.
4. The two Tally Clerks will tally the vote, each using a Tally Book. Thus each vote is tallied by two members of the counting board in each of the two separate Tally Books.
5. As the candidate's name is called by the Reading Clerk, each Clerk will place a short perpendicular Line opposite the name of the candidate voted for. Every fifth vote for the same candidate shall be recorded by a horizontal Line through the first four perpendicular lines. One of the Clerks should clearly announce the fifth tally as the tallying proceeds.

NOTE: It is extremely important that you identify where you were when you balanced each time a fifth tally is announced. It is suggested that upon the fifth tally for each candidate, one of the Tally Book Clerks announce the number of hash marks for each candidate. Each Tally Clerk should make a mark above the last hash mark for each candidate to indicate that you balanced at this point. The Reading Clerk should either turn the stack of counted ballots or move the stack of counted ballots to indicate that you balanced at this point.

6. The tally continues as long as the two Tally Clerks agree on the totals.
7. If there is any discrepancy, the cause shall be identified and corrected before continuing with the tally.
8. Steps 2 through 7 should be repeated to tally Measure Ballots (if applicable), using the EG-3M Tally Book.

XI – TALLYING PROCEDURE FOR ALL OTHER ELECTIONS

Suggested assignments – counting board duties.

1. One (1) Clerk to read voted ballots.
2. One (1) Clerk to watch that the ballots are read correctly.
3. Two (2) Clerks to record tally.

Procedure

1. Divide voted ballots into separate stacks. Place Official Election Ballots into stacks.
2. The Reading Clerk reads from the voted ballot the candidate's name after which the voter has placed a cross (X) or other mark sufficient to show the voter's intent. If a person votes by writing the name of a declared write-in candidate on the ballot under the appropriate office, such act shall constitute a vote for the person's name that appears, without the necessity of placing a mark in the box to the right of the name written on the ballot. (34-1203, I.C.) See Guidelines for counting paper ballots on page 31.
3. After calling each ballot, the Reading Clerk should lay it face down to distinguish it from the uncounted ballots. After the ballots are counted, the ballots should either be tied with string provided or bound with a paper clip or binder clip in sets or stacks of 20 or 25 ballots.
4. The two Tally Clerks will tally the vote, each using a Tally Book. Thus each vote is tallied by two members of the counting board in each of the two separate Tally Books.
5. As the candidate's name is called by the Reading Clerk, each Clerk will place a short perpendicular Line opposite the name of the candidate voted for. Every fifth vote for the same candidate shall be recorded by a horizontal Line through the first four perpendicular lines. One of the Clerks should clearly announce the fifth tally as the tallying proceeds.

NOTE: It is extremely important that you identify where you were when you balanced each time a fifth tally is announced. It is suggested that upon the fifth tally for each candidate, one of the Tally Book Clerks announce the number of hash marks for each candidate. Each Tally Clerk should make a mark above the last hash mark for each candidate to indicate that you balanced at this point. The Reading Clerk should either turn the stack of counted ballots or move the stack of counted ballots to indicate that you balanced at this point.

6. The tally continues as long as the two Tally Clerks agree on the totals.
7. If there is any discrepancy, the cause shall be identified and corrected before continuing with the tally.
8. Steps 2 through 7 should be repeated to tally each stack of ballots, including Measure Ballots, using the same Tally Books.

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XI – ELECTION RECORDS AND SUPPLIES

1. Election Record and Poll Book (one or more) (E-2A and E-2B)
2. Poll Book and Tally Book Return Envelope (EE-1)
 - a. Sealed inside is one Election Record and Poll Book and one set of completed Tally Books.
3. Supplies Returning Envelope (EE-2)
 - a. Sealed inside is the Absentee Ballot Affidavit Envelopes, Challenge Oaths, Receipt for Ballots and Supplies, Receipt for Absentee Ballots (if applicable), Election Laws Book and Official Election Stamp.
4. Tally Book(s)
 - a. Judicial Tally Books (EP-3) – PRIMARY ONLY
 - b. Republican Tally Books (EP-4) – PRIMARY ONLY
 - c. Democrat Tally Books (EP-5) – PRIMARY ONLY
 - d. Combined Tally Books – Candidates (EG-3) – GENERAL ONLY
 - e. Combined Tally Books – Measures (EG-3M) – GENERAL ONLY
 - f. Combined Tally Books – Candidates and Measures (E-56) – ALL OTHER ELECTIONS
5. Official Election Ballots (Sealed in an envelope.)
 - a. Paper Ballots
 - b. Oval Optical Scan Ballots
6. Official Election Stamp and ink pad (Sealed in an envelope.)
7. Ballot Marking Pens
8. Oath of Challenged Person (E-7)
9. Receipt for Election Supplies (E-8)
10. Paper Ballot Voting Instructions placard (E-3P)
 - a. Containing the following information: (1) How to obtain a ballot, (2) How to vote, and (3) Procedure if ballot is spoiled.
11. Vote Here Sign (E-5)
12. Voter's Rights Placard (EP-11)
13. Mail-in Registrants Placard (E-10)
14. Paper Ballot Judges and Clerks Procedural Manual (E-12)
15. Sample Ballots
16. Demonstration Ballots
17. Sequence Card
18. Idaho Election Laws Book
19. Disability Etiquette Brochure
20. Ballot Box for voted ballots
21. Ballot Box Seal Accounting page, if applicable (E-21)
22. Spoiled Ballot Envelope (EE-5)
23. Rejected Absentee Ballot Envelope (EA-14)
24. Transport Carrier Control Log (EP-20P)

25. Voted Ballot Stub Envelope (EE-6)
26. Election Day Registration and Personal Identification Affidavit Envelope (EDR-3)
27. ELECTION DAY REGISTRATION SUPPLY PACKET
 - a. Election Day Registration Manual (EDR-2)
 - b. Register to Vote Here placard (EDR-5)
 - c. Election Day Registration placard (EDR-4)
 - d. Voter Registration Cards (ER-1)
 - e. Residence Verified Stamp with Stamp Pad
28. Flip Charts
 - a. Chief Judge Flip Chart (FCP-1)
 - b. Poll Book Clerk Flip Chart (FCP-2)
 - c. Issuing Clerk Flip Chart (FCP-3)
 - d. Receiving Clerk (FCP-4)
 - e. Tally Clerk Flip Chart (FCP-5)
29. Envelope for delivering absentee ballots to Clerks of Election Board (EA-13)
 - a. Only if absentee ballots are delivered to the polling place during the day.
30. Ballot Box Locks with Keys or Ballot Box Seals
31. Voting Booths
32. Name tags for Watchers and/or Challengers, if applicable
33. Other Supplies
 - a. Ball Point Pens
 - b. Marker
 - c. Thumb Tacks
 - d. Paper Clips
 - e. Rubber Bands
 - f. Scotch Tape
 - g. Masking Tape
 - h. Calculator
 - i. Ruler